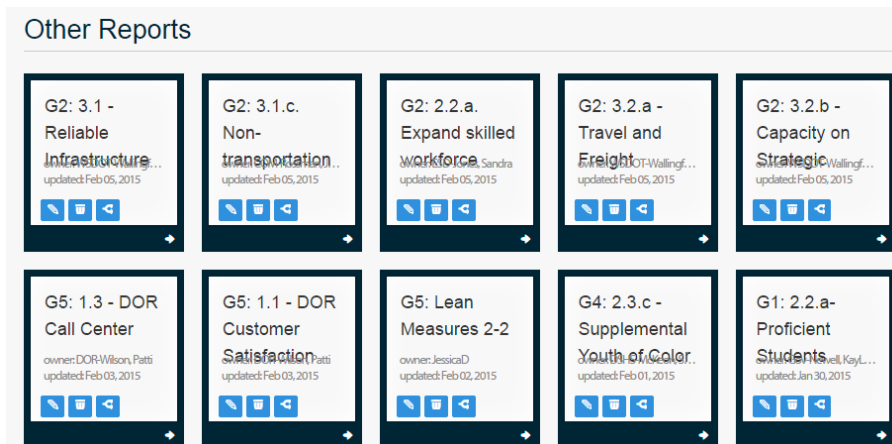



## How to transfer the ownership of a report

**When should the function be performed?** Transferring ownership of a report should be done when a different staff person will be taking over updates to the report.

**Who can perform this function?** The new report owner.

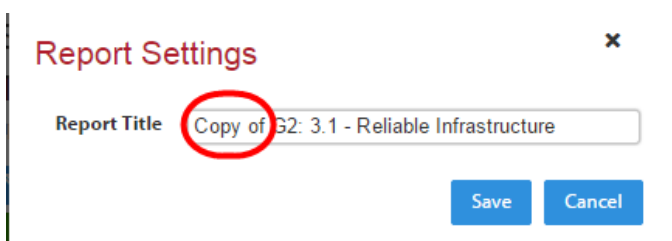
Step 1: From the “Report” section, find the report you need to own.



Step 2: Click on “Copy”  button.



Step 3: Update the report title:

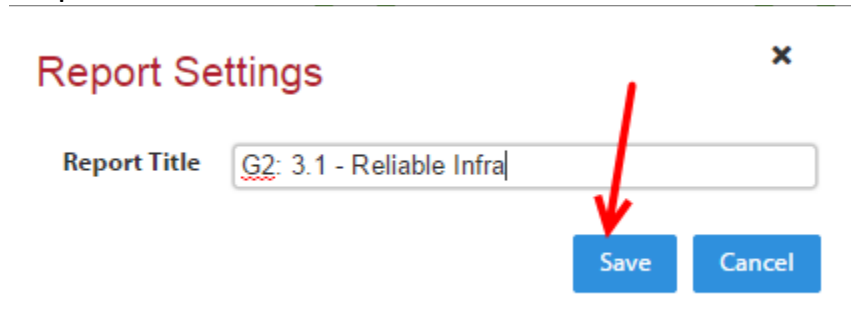


### Important:

- Delete the “Copy of” from the defaulted report title (see screen shot above).

- Follow the standard report naming convention: **G#: measure number - short descriptor** (limit to no more than three words). **Example:** *G4: 1.1.a – Prenatal Care*

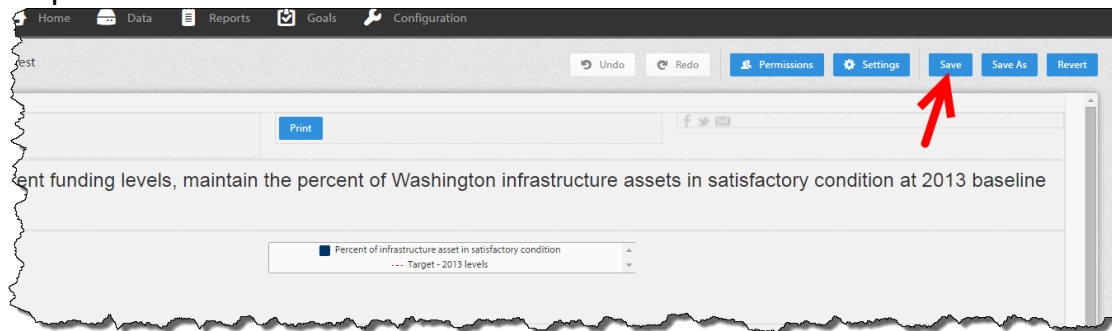
Step 4: Click on Save.



The screenshot shows a 'Report Settings' dialog box with a close button (X) in the top right corner. The 'Report Title' field is populated with 'G2: 3.1 - Reliable Infra'. Below the field are two buttons: 'Save' and 'Cancel'. A red arrow points directly to the 'Save' button.

Step 5: Make any necessary edits to the report.

Step 6: Click on Save.



Step 7: **IMPORTANT** - E-mail your senior performance advisor asking them to delete old report. In the e-mail, include the link to the report that needs to be deleted.

---

*Who: Results Washington Senior Performance Advisor*

Step 8: Correct the link for the measure report on the dashboard in Open Performance.

**~ END ~**